

ECOTECH Weightings Matrix
(Revised - November 2000)

[Update on Progress towards Green Buildings]

Criteria	Supporting Information <i>(indicate paragraph number if details are in the project proposal)</i>	Linkage (1 point for each)
Responds to a <u>specific</u> instruction from Leaders/Ministers ¹	See proposal item 4 i	1
Meets a core ECOTECH theme under the <i>Manila Declaration</i> ¹	See proposal item 4 ii	1
Responds to the Common Policy Concepts, Activities and Dialogues identified in Part II of the <i>Osaka Action Agenda</i> ¹	See proposal item 4 iii	1
Responds to a <u>specific</u> ECOTECH Initiative ²	See proposal item 4 iv	1
Improves skills, including in new technologies	The Green Building workshop involves dissemination of state of the art information on green building technologies.	1
Builds capacity and strengthens institutions	This is achieved through the multi-disciplinary approach taken by the project to promote investment and/or application of Green Building technologies.	1
<u>Measurably</u> improves economic efficiency/performance ³	The workshop proceedings contain guidelines for application of energy efficient green building technologies. Energy efficiency measures are inherently measurable.	1
Is of <u>practical</u> benefit to the private/business sector; has private/business sector <u>participation</u> ; and/or <u>funding</u> ⁴	The Green Buildings project seeks to promote environmentally sound, private sector investment in the commercial buildings sector. There is private/business sector participation in both the workshop and proposed survey. The private sector will cover the cost of participant's time.	3
Assists economies attain sustainable growth and equitable development, while reducing economic disparities among APEC economies and improving economic and social well-being	These attributes are inherent in energy efficiency measures, as promoted by the Green Building workshop.	1
Supports a TILF objective, as laid down in Part I of the <i>Osaka Action Agenda</i> ¹	The Green Buildings project supports the Osaka Action Agenda Part 1 Item C3 Energy Objective of increased harmonisation of energy standards, especially on commercial technologies.	1
Disseminates information including through seminars/websites/databases ⁵	A survey report on the workshop will be published on the APEC website	

Outline the <u>outcome</u> and how members will benefit ⁵	The main outcome of the project is a survey report which will be used by member economies and APEC officials to plan future workshops on Green Buildings.	
	Net Score	12

Footnote

- 1 Identify which instruction/ECOTECH theme/OAA element.
 2 See <http://www.apecsec.org.sg/ecotech/index.html>
 3 Policy outcomes that include development of energy efficiency guidelines, food safety standards etc
 4 One point for each element up to a maximum of 3 points.
 5 Not scored

Remarks (Please indicate if not applicable e.g., for TILF projects. Additional information in support of projects which do not score highly may also be provided here by the Lead Shepherd/Chair).

Format for Projects Seeking APEC Funding

This format should be completed with reference to the Guidebook on APEC Projects. It is recommended that the “Guide to Strengthening Project Management and Performance” would be a useful reference. Both Guides are available on the APEC Secretariat website at www.apecsec.org.sg

Please note that items followed by an asterisk () fall within the category of criteria which relate to “APEC values” in the **Criteria of Assessment of APEC projects** set out in Annex B.*

Please provide your answers in point form or as succinctly as possible below each paragraph heading.

A. Project Design

Project

01. Name of project.
 - Update on Progress towards Green Buildings.
02. Name of the working group or committee taking responsibility for the project and the dissemination of its results.
 - Expert Group on Energy Efficiency and Conservation (EGEE&C).

Objectives

03. Describe briefly how you will measure your results (in the short and longer term) to know if your project has been successful. (You must provide detailed assessment measures in paragraph 19)

- The success of the project will depend on the quality of feedback we receive from survey participants. This will be taken into account when designing the survey questionnaire.

04. How, briefly, this project responds to the priorities set by APEC Leaders and Ministers, as evidenced by parts of the APEC Action Agenda including Action Program, work plan, vision statement, and policy statement that relate to this project.

i. The Okinawa Energy Minister's Declaration reads in part:

'Ministers emphasised the importance of regional cooperation to promote the development and deployment of energy technologies to reduce the growth of greenhouse gas emissions, noting the importance of progress in improving energy efficiency and the increased use of low or non-carbon emitting systems. Ministers encouraged greater efforts to attract private investment in advanced energy technologies as a way to produce vigorous economic growth while limiting emissions.

Ministers stressed the importance of promoting energy research and development, commercial and economic transfer of environmentally sound technologies, and continuing cost reduction in the introduction of these new technologies, with the direct participation of the business sector.'

ii. The Green Buildings project (EWG 06/2000), the subject of this proposed survey, directly addresses two of the six priorities outlined in the Manila Declaration:

- *harness technologies for the future*: this project is being developed jointly and will promote and expand the capacities of participating economies to absorb existing green building and innovative construction technologies. It will serve to enhance the ability of participating economies to develop new building techniques and technologies for the future. It directly promotes the dissemination and transfer of green building information and technology;
- *safeguard the quality of life through environmentally sound growth*: this project is aimed at promoting the use of environmentally friendly low energy use technologies in commercial buildings. As such, it will encourage and promote economically viable sustainable development

iii. The Green Buildings Project responds to the Common Policy Concepts of (a) fostering a common understanding on regional energy issues, and (c) reducing the environmental impact of the energy sector. It also responds to the joint activity of (e) improving environmental performance through expanded programs in the fields of ... end-use energy conservation measures.

iv. Green Buildings activities are a key component of the specific ECOTECH initiative on Cleaner production and consumption.

05. For applications under the TILF Special Account: How briefly this project contributes to APEC Trade and Investment Liberalisation and Facilitation (e.g. relevance to specific parts of the Osaka Action Agenda).

- Not applicable

Linkages

06. The kinds of institutions in member economies intended to benefit from the results of the project. Highlight the direct benefits to the institutions, the types of business in member economies which will benefit from the results of the project and what the direct benefits are.

- Benefits of the Green Buildings project (EWG 06/2000) to be surveyed will accrue to private sector business with an interest in the many disciplines associated with the design, construction, maintenance and refurbishment of commercial buildings. These benefits will include exposure to state of the art energy efficiency technologies being developed throughout APEC. Knowledge and data associated with the application of these technologies and measured performance outcomes would also be transferred.
- Workshop materials (including presentations, addresses, documents and audio and video grabs) have been packaged and being disseminated, using CDROM, for wider dissemination to business and government within APEC member economies. Business and governments will benefit by having a single reference for all materials relating to the workshop and the professions and disciplines associated with the industry.
- The results of the proposed survey will provide a quantitative assessment of the impacts of the Green Buildings project, and such information will guide member countries and APEC officials when planning or designing future workshops on Green Buildings.

07. How the participation of the business/private sector and non-governmental institutions has been sought or will be sought. Illustrate how the business/private sector has been involved in the planning and delivery of the project and whether any other APEC fora have been consulted. (*)

- The survey will cover business/private sector and non-government institutions, among others, that receive multi-media CD from the Green Buildings project (EWG 06/2000).
- The participation of business in the Green Buildings project was sought in the following ways:
 - Businesses were canvassed within participating APEC economies for speakers on topics relevant to the workshop. Speakers from APEC economy governments were kept to a minimum, if they were used at all.
 - Businesses were canvassed to ascertain interest in post workshop materials.
 - The private sector was used to provide communications expertise and services to the workshop convenor. These services were used to disseminate real time workshop proceedings and provide materials for post workshop dissemination.

- The private sector was used to promote the workshop.
 - Other APEC fora that were consulted in the preparation of the Green Buildings project include the Energy Working Group, the Steering Group on Energy Standards, Asia Pacific Energy Research Centre, and the Expert Sub-Group on Energy for Sustainable Communities.
08. How this project will add “APEC value” (as to the potential benefits of implementing projects) in the context of other work that might have been done elsewhere in the same field. (*)
- As indicated in the objectives, this project is a cost-effective way of quantifying assessment of awareness and impacts of the workshop on Green Buildings (EWG 06/2000). Such information will be useful for member countries and APEC officials when planning future workshops on Green Buildings.
 - The high level of interest generated by participants at the Green Buildings workshop demonstrate that the area of energy efficiency in commercial buildings and ‘green building’ applications is a major growth area in many APEC economies, and is still high on the agenda in APEC developed economies. There has been value by ensuring that those APEC economies with an interest and the businesses within APEC economies who specialise in this area were present at the workshop or receive the materials from the workshop.
09. An indication of how the project might contribute to related projects or activities in APEC or elsewhere.
- The Green Buildings project is relevant to the Steering Group on Energy Standards, and to the Expert Group on New & Renewable Energy Technologies, both under the Energy Working Group.
10. Describe the deliverables of the project and demonstrate how they will meet the needs of the targeted beneficiaries.
- The main output of the project is a survey report which will be used as a guide by the Expert Group on Energy Efficiency and Conservation, other APEC officials, and member countries to plan or design future workshops on Green Buildings.

Methodology

11. A concise description of the project’s methodology by components, with its associated outputs clearly specified.
- The project will engage the service of a consultant to survey recipients of multi-media CDs from the APEC workshop (EWG 06/2000) to determine the impacts of the workshop; participants of the workshop will also be interviewed. This will involve disseminating the CDs, commissioning a consultancy, preparing questionnaire and conducting a survey, analysing the survey, and preparing a survey report.

12. A timeline for circulation and submission of this project proposal with drafts circulated well in advance to fora to allow careful consideration.
- This proposal will follow the routine EWG timetable, with the project being discussed and endorsed by the EGEEC before lodging it with the EWG Secretariat by the due date.
13. A timetable for the accomplishment of each component in (11).
- The timetable and deliverables are as follows:

- Disseminate multi-media CDs	Ongoing
- Prepare terms of reference for consultancy	March (2003)
- Organise tender and select consultant	April-May
- Prepare contract and negotiate with consultant	June-July
- Prepare survey questionnaire (consultant)	August
- Review and approve questionnaire	September
- Conduct survey (consultant)	Oct-December
- Analyse survey and submit interim report (consultant)	Jan-Feb (2004)
- Review interim report	February
- Conduct follow-up survey	March-April
- Prepare, submit, and review draft report	May-June
- Submit final survey report	July
14. The number of APEC member economies that will participate in this project. Please indicate the names of member economies participating in each component of the project as set out in (11). (*)
- The survey will cover all APEC member economies that receive copies of the multi-media CD, as well as participants of the workshop.

Budget

15. An itemized budget for the project, including provision for any publication and dissemination of project results, in the prescribed format. Applications under the Operational Account should use the format at *Annex A1*. Applications under the TILF Special Account should use the format at *Annex A2*. The budget should illustrate the assumptions adopted (e.g. unit costs) for the computations.
- The total budget requested is US\$25,000 (refer to the attached budget sheet for details).
16. A timetable for the drawdown of APEC funding requested for the project, including details of any advance payment or instalment payment requested and justifications for such requests.

- Initial payment to project overseer/manager in April 2003 \$5,000
- First payment to consultant in July 2003, 10 days after signing the contract \$5,000
- Second payment to consultant in Feb. 2004, after submitting interim report \$10,000
- Final payment to consultant in July 2004, after submitting the final report \$5,000

17. Details of any request for waiver or exception from the normal APEC financial rules with justifications.

- No waivers or exemptions from the normal APEC financial rules are requested.

Dissemination of Project Output

18. A plan for the publication and dissemination of the results of the project, including:

- a. the nature of the target audience, and, based on that audience;
 - The main target audience are EGEEC and other APEC officials.
- b. the form and content;
 - A survey report containing analysed results of the survey.
- c. format (e.g. hard copies, floppy discs, internet uploading);
 - Hard copies and an electronic copy on a floppy disc.
- d. number of copies for the publication;
 - 10 hard copies and an electronic copy of the survey report will be supplied by the consultant.
- e. accessibility of results for the targeted audience;
 - There will be no restrictions on who may access the material.
- f. a publicity plan for:
 - i) briefing the general or specialist media about key components of the project;
 - The selection of a consultant for the project will be by an open tender process.
 - ii) the promotion of sales or other dissemination of the final product; and
 - No sales are envisaged in this project. Copies of the survey report will be freely available off the website.
- g. a budget for publication and dissemination, to form part of the itemized budget.
 - The main dissemination budget for the project will be the preparation of the survey report. This is included in the budget above.

Assessment of Project

19. With reference to your objectives stated in paragraph 3, provide detailed criteria (quantitative and qualitative) for how you will measure your results in the short and long term to know if your project has been successful. State your current benchmarks for measurement, your target results from the project for each measurement criterion and the range of acceptable results both in numerical and percentage terms, where possible.

- This proposal has been prepared in accordance with APEC Secretariat guidelines and is considered to meet the criteria for APEC projects. The relevant EWG expert group (EGEE&C) will be given the opportunity to assess the outcomes of the project.
- The success of the project/survey will be measured by:
 - Selecting a suitable consultant for the survey. This will be achieved through preparation of appropriate terms of reference for the tender process.
 - The quality of feedback received from survey participants. This will be taken into consideration when designing and reviewing the survey questionnaire.
 - Survey response rate; a 70% and above response rate will be regarded as good; 50-69% will be regarded as average; and 49% and below will be regarded as poor.
 - The quality of the survey report. Review of an interim report and a follow-up survey, as indicated in the work schedule, will contribute to the preparation of a good report.

Gender Criteria for Formulation and Evaluation of Projects

Objectives

1. Show how the objectives of the project provide benefits for women, where appropriate. APEC Ministers have indicated (*Framework for the Integration of Women in APEC*) that benefits might include: increased involvement of women; taking account of the differences in women's and men's lives (gender analysis); and collection/use of sex-disaggregated data.
 - The objectives of the project are inherently aimed at the whole community level and are therefore gender inclusive.

Linkages

2. Show how the participation of women has been/will be sought. Show how women are involved in the planning, management, allocation of resources, and implementation of the project.
 - In the selection of a consultant, where other attributes and qualifications are equal, priority will be given to female applicants.

Methodology

3. Provide a brief description of the way women will be able to participate equitably in the development and implementation of the project.
 - The organisations forming the project steering group all have equal opportunity employment policies.
4. Provide a brief description to show that the project will collect and use sex-disaggregated data (if available) to measure the project's effects on women.
 - Energy efficiency initiatives are inherently gender neutral, and therefore sex-disaggregated data will not be available.

Dissemination of project output

5. Does the plan for the publication and dissemination of the project's results include communication methods that are appropriate for women?
 - Questions that may be relevant include: Are women one of the target audiences? Does the plan take account of women with low literacy and women with low access to electronic media? Will the results be disseminated to women's organizations?
 - Copies of the survey report will be available to both women and men from the website.

Budget

6. Are women involved in making decisions on the allocation of resources?
 - The organisations forming the project steering group all have equal opportunity employment policies.

7. Where appropriate, provide details of the project's budget that are allocated to activities that address the specific needs of women.
 - This item is not applicable to this project.

Assessment of project

8. Provide details of how the project proponent will assess whether he/she has met the gender criteria for APEC projects and how he/she will measure the impact of the project on women.
 - The objectives of the project are inherently aimed at the whole community level and are therefore gender inclusive.

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APEC Operational Account
Itemized Budget for Financial Year ____2003____¹

Items			APEC Funding (USD)	Self Financing (USD)
<i>Direct Labour</i>	No. of Hours	Rate		
- Speaker's Honorarium				
- Consultant (including Researcher) Fees	300	50	15,000	
- Consultant's Secretary Cost	200	25	5,000	
<i>Travel</i>				
- Per Diem (including accommodation and	3 persons for 3 days;	160	1,440	
- "additional payment")	3	100 (average)	300	
- Airfare	3	500 (average)	1,500	
	No. of Copies	Unit cost		
<i>Publication of report (including distribution)</i>	10 hard copies, plus electronic copy	25	250	
<i>Photocopying Communications (Phone/ Fax/ Mail/ Courier)</i>			1,510	
<i>Total</i>			25,000	

¹ If project straddles more than one year, please indicate only the amount of funds required for the financial year in question.